

**A**Administrative  
**S**ervices  
**L**etter

07-10

**Communication with Persons  
with Disabilities**



Signed By	/s/ Marie Stephans, Chief Administrative Services Division	Number	07-10
Distribution	All Employees	Date Issued	October 2, 2007
Subject	Communication with Person with Disabilities	Expires	When Cancelled
Guide Section	<a href="#">Equal Employment Opportunity</a>	Reference	Management Memo 03-08, CA Government Code, Section 11135. Cancels ASL 04-04

State and federal laws require that all public entities ensure that their programs, activities, and services are accessible to persons with disabilities. One of the most important components of accessibility is ensuring that any communication with persons with disabilities is as effective as communications with others. The purpose of this ASL is to educate staff on what the Air Resources Board (ARB) can do to comply with these laws and how ARB can accommodate the specific communication needs of persons with disabilities.

Language for Public Meetings and Documents

It is the policy of the ARB that all notices of public meetings and/or all public documents include the following information:

"For individuals with sensory disabilities, this document is available in Braille, large print, audiotape, or computer disk. Please contact ARB's Reasonable Accommodation/Disabilities Coordinator at (916) 323-4916 by voice, or through the California Relay Service by calling 711, to place your request for disability services."

Alternative Formats

It is the ARB's policy that all publications will be made available upon request, in Braille, large print, audiotape, or computer disk (alternative formats) as a reasonable accommodation for persons with disabilities. There will be no additional charge for publications produced in alternative formats. For those documents that are normally available for a fee, the fee will be the same for the document provided in an alternative format. In some cases, it may be necessary to provide only a portion of a document in an alternative format. Please engage in an interactive dialogue with the individual making the request in order to ensure that they receive all the information they require. Please contact the Reasonable Accommodation/Disability Coordinator at (916) 323-4957 for assistance in obtaining the appropriate accommodation.

## The Most Commonly Requested Alternative Formats

- *Large Print*: is a publication using 14 point type or larger. Staff can produce documents in larger than standard print. Most word processing and other software programs offer a choice of font sizes, or copy machines may be used to enlarge documents.
- *Audiotape*: is a publication recorded on tape. Having someone with a clear speaking voice who is very familiar with the material is all you need to create a high-quality audiotape.
- *Videotape*: is a publication recorded on a wide magnetic tape for use in recording visual images and associated sound. Informational or training videotapes should be closed caption encoded, and video projection equipment should have the capability of displaying closed captioning. Closed captions are a text version of the spoken part of a television, movie, or computer presentation that make it accessible to persons who are deaf or hearing-impaired.
- *Braille*: is a reading system for persons who are blind using raised dots to read through touch. Reproducing a document in Braille requires sending the document to an outside vendor. There are procedures in place to provide this service, if requested.
- *Diskette/CD/DVD*: is a method of saving information from a computer onto a floppy disk, CD, or DVD in a format compatible with assistive technology such as screen readers.

ARB's webmasters are making every effort to make our website accessible for persons with disabilities.

If you have questions or need additional information, please contact the ARB Reasonable Accommodation/Disability Program Coordinator or the Equal Employment Opportunity Officer listed in the [Directory of Administrative Services](#).